

Engineering Certification Document 8: Site visit Guide

Name of Campus/School			
Address			
City		State	
		Zip Code	
Name of person completing this report			Affiliation/ Title

I. Program Implementation

A. Instruction		
1.	Current version of curriculum is being used.	<input style="width: 80%;" type="text"/>
2.	Teacher demonstrates how to access end-of-course exams.	<input style="width: 80%;" type="text"/>
B. Student Portfolios		
1.	Student portfolios and engineering notebooks meet or exceed PLTW™ requirements (see "Portfolio Checklist").	<input style="width: 80%;" type="text"/>
C. Software		
1.	Check revision level of all software used for PTLW™ courses (see list of current titles and versions).	<input style="width: 80%;" type="text"/>
2.	Software lease agreement is current (copy available).	<input style="width: 80%;" type="text"/>
D. Facility and Equipment		
1.	Confirm self-assessment (refer to list of equipment required for each course and verify that it or its equivalent is being utilized during course instruction. See Certification Document #3).	<input style="width: 80%;" type="text"/>
E. Teacher Qualification		
1.	Evidence of some thoughtful selection criteria used to identify and recruit teachers for the PLTW™ courses.	<input style="width: 80%;" type="text"/>
2.	There is evidence of teacher "buy-in" of the PLTW™ program.	<input style="width: 80%;" type="text"/>

I. Notes or comments:

III. Partnership Team (cont.)

B. Frequency

1.	Agendas from at least two pervious meetings.	<input type="text"/>
2.	Calendar or dates of next two meetings.	<input type="text"/>

C. Minutes

1.	Minutes from the two most recent meetings were available.	
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D. Administrative Support

1.	Administrators and counselors are actively engaged with the partnership team.	
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III. Notes/comments:

[illegible]

IV. Students

A. Diversity

1.	Enrollment reflects school diversity.	<input type="text"/>
2.	School has strategy for improving diversity if needed.	<input type="text"/>

B. Equity

1.	Percent of females enrolled.	% <input type="text"/>
2.	School has strategy for increasing female enrollment if needed.	<input type="text"/>

C. Selection and Recruitment

1.	School has policy/plans which allow all students access to PLTW™ courses.	
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D. Concurrent Mathematics

1.	Students interviewed are enrolled in college preparatory mathematics	<input type="checkbox"/>
2.	Counselors interviewed understand mathematics requirements.	<input type="checkbox"/>

IV. Students (con't)

E. Extra Help and Support

1.	Counselors interviewed explained the school policies for extra help.	
2.	Students interviewed knew how to get help with academics.	
3.	Students interviewed felt that the adults wanted them to be successful in PLTW™ classes and were willing to provide support if needed.	

F. Retention

1.	Retention rates in foundation courses are adequate to sustain specialty and capstone courses (see pre-assessment documents).	
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G. Matriculation

1.	Students interviewed had a four year plan of study or knew which academic and PLTW™ courses they needed to graduate and be prepared for post secondary study.	
2.	Students interviewed were aware of state and local universities and colleges that offered programs in engineering or engineering technology.	

IV. Notes/comments:

[illegible]

V. Student Assessment

A. End of Course Assessment

1.	Verify that teachers are properly downloading and administering the end-of-course exam at the conclusion of each PLTW™ course and are reporting the student grades.	
2.	Inspect student final exam grade report summary to see if there is a normal distribution of grades.	

B. Data Collection

1.	Verify that teachers and students are participating in data collection with the PLTW™ designated data collection agent.	
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VI. Administrative Support

A. Facility and Equipment

1.	Verify that teachers have laptops that meet or exceed PLTW™ specifications.	<input type="checkbox"/>
2.	Adequate classroom/laboratory space is provided for students to participate in the PLTW™ curriculum.	<input type="checkbox"/>
3.	Classroom/laboratory facilities are appropriate for student safety.	<input type="checkbox"/>
4.	Students use safety equipment and follow safety rules. (Based on observations and student interviews.)	<input type="checkbox"/>
5.	Safety rules are displayed in appropriate places in the classroom/laboratory.	<input type="checkbox"/>

B. Funding and Budget

1.	Teachers receive adequate administrative support for their PLTW™ program, including but not limited to (based upon teacher interviews):	<input type="text"/>
	* release time for professional development	<input type="text"/>
	* budget allocation to purchase equipment and materials	<input type="text"/>
	* administrator involvement in Partnership Team	<input type="text"/>
2.	Sustainability plan ensures program longevity.	<input type="text"/>

VI. Notes/comments:

VII. Post Secondary

A. Student Plans of Study

1.	A system is in place to help each student develop a program of study which extends beyond high school. (Based on interviews with students, counselors and teachers.)	
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B. Local and State Articulation

1.	Articulation agreements between the school and local/state colleges and universities are in place. Counselors, teachers and students are aware of the articulations.	
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VII. Notes/comments:

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VIII. Communication & Outreach

A. Awareness		
1.	Have school counselors made the community aware of the program?	<input type="checkbox"/>
2.	Has the partnership team made the community aware of the program?	<input type="checkbox"/>
3.	Have teachers made the community aware of the program?	<input type="checkbox"/>
4.	Have administrators made the community aware of the program?	<input type="checkbox"/>
B. Recruitment		
1.	Is there a system in place to identify, encourage, and recruit a diverse group of students?	<input type="checkbox"/>
2.	Do teachers and counselors work together to build enrollment?	<input type="checkbox"/>
3.	Does the administration support work done to recruit students?	<input type="checkbox"/>
C. Celebration		
1.	Are student and program success being celebrated or recognized within the school?	<input type="checkbox"/>
2.	Are student and program success being celebrated or recognized outside the school? (example - newspaper articles)	<input type="checkbox"/>
3.	Is the press release announcing "Certification" prepared?	<input type="checkbox"/>

VII. Notes/comments:

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